# SINGLE PROCESS

# INITIATIVE SYSTEM

# (SPIS)

## User's Manual

### Version 1.1

Change 1    August 15, 1998

Defense Logistics Agency
Defense Contract Management Command
Single Process Initiative Team

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# CHAPTER ONE:   GENERAL

## SPIS OVERVIEW

SPIS is an Oracle database with a Powerbuilder front end that is intended to capture information about participating SPI contractors and their associated SPI processes.  Field and Headquarters users are able to add and edit information in one centralized database in real time.  At Headquarters, Microsoft Access is used as a report generator for ad hoc queries and for predefined reports.  Many of these reports are posted on the DCMC SPI Home Page.  This manual only applies to the Oracle/Powerbuilder portions of the system.

## INTRODUCTION

The Single Process Initiative (SPI) allows contractors to have existing contracts modified to replace multiple government-unique management and manufacturing systems with common, facility-wide systems.  After approval of a contractor's SPI proposal, the ACO executes a Block Change modification that modifies all affected contracts at the facility.  DCMC manages and administers this initiative for DoD.

In accordance with DCMC Policy (the One Book, DLAD 5000.4**, Single Process Initiative (SPI) Revision: August 1998**), the Contract Administration Office (CAO), with District coordination, shall manage the Single Process Initiative, implementing all four process phases.  **CAOs shall report their SPI activity using the SPI System (SPIS) database, and shall update their data as actions occur or at least monthly.**  The time period to complete the Block Change modification process cycle is 120 days--30 days for proposal development, 60 days for approval, and 30 days for contract modification. Applicable consideration (savings) to the government is typically negotiated during phase four (implementation).

The SPI System (SPIS) database was developed to consolidate, streamline, and standardize all SPI reporting requirements and methods to District and Headquarters DCMC SPI staff and to provide more timely SPI status reports to the Office of the Secretary of Defense (Acquisition and Technology), the Component Acquisition Executives, and the Service and Agency buying commands/offices.

In order to ensure consistency, *please follow the Chapter Two and Chapter Three data field definitions and formatting specifications precisely*.  Use sentence case data entry format for all text field

inputs.  **Do not** use UPPERCASE data entry format unless specifically instructed to do so.  HQs and District database administrators have been granted authorization to modify field office data entry formats in order to ensure that database report formats are uniform across all CAOs.


# VERSION 1.1 CHANGES

The major changes incorporated into this version of SPIS are summarized below:

  - Expanded the allowable entries in the PROCESSES "*WITHDRAWN*" field to:
     W = Voluntarily Withdrawn by KTR
     D = Unanimously disapproved by Management Council
     S = Suspended due to legal action, investigations, fraud,
         bankruptcy.  (Must be approved by District or HQs SPI
         Staff.  *This is not for Law/Reg Proposals.*)
     P = SPI Concept Paper not required (PROCAS or KTR was
         subcontractor without privity of contract).
  Null = Not Withdrawn

         Provided a pick list of allowable entries and changed
         all current "**Y**" values to "**W".**

  - Expanded the allowable entries in the PROCESSES "*MODIFIED*" field to:
     Y = Block Change Modification issued.
     A = All current contracts requiring process change were
         closed out prior to issuing block change mod.
         MOA/MOU signed for future procurements.
  Null = Not Modified, no MOA/MOU signed.

         Provided a pick list of allowable entries.

  - Changed PROCESSES Screen Label from "*Objectors*" to
"*Concur/Object*" for all 7 PROCESSES Component "*OBJECTOR*" fields
(Services & Agencies), and the allowable entries to:
     C = CTL concurs with Concept Paper
     O = CTL objects to Concept Paper
     P = Pending CTL response
  Null = Service is not a major customer; therefore, CTL response
         is not required

         Provided a pick list of allowable entries and changed
         all current "**Y**" values to "**O**".

  - Expanded the allowable entries in the PROCESSES "*Escalated*" field to:
     1 = CAO Cmdr
     2 = District Cmdr

```
     3 = DCMC Cmdr
     Y = Service Acquisition Executive
  Null = Not Escalated
```

Provided a pick list of allowable entries.

- System will not allow PROCESSES "**TECHACCEPT**" to be entered unless "**ACOACCEPT**" has been entered

- System will not allow PROCESSES "**MODIFIED**" to be entered unless "**TECHACCEPT**" has been entered

- Changed "CPN" & "CPW" data entry field labels on the Data Maintenance, CONTRACTORS, Add & Edit input Screens to:
     **90 Day Forecast:**
  **CPN = # Est. CPs:**
  **CPW = # Est. Mods:**

- Included **Rev_Date** on the Processes Edit screen.

- Included **Info_Date** on the CAO Update Status screen.

- Made the CONTRACTORS "**KTRZIP**" field alphanumeric to accommodate international facility postal codes.

- Modified the "Processes" report to include the CONTRACTORS "**KTRID**" output field.

- Modified the "Process Update Status" report selection menu to include a PROCESSES "**Rev_Date**" Range filter.

- Modified the "CAO Update Status" report selection menu to include a CAOS "**Info_Date**" Range filter.

- Increased the screen width for the "**CPID**" field on the Data Maintenance, PROCESSES, Add & Edit input screens.

- Changed the screen label for "**Mil-Gov/Std Spec**" to "**Current Reqmt**" on the Data Maintenance, PROCESSES, Add & Edit input screens.


# SYSTEM REQUIREMENTS

- Oracle SQL*NET 2.1 (or higher)

- 80486 processor (or higher)

- Mouse

- 8 MB RAM

- Minimum usable memory is 491KB

- MS DOS 6.0 or higher

- MS Windows 3.1

- For network operations, network software that supports a network basic input/output system (NetBIOS) and a server with a hard disk

- VGA or higher resolution monitor recommended

- 10 MB Hard Drive free space

- Proper printer driver installed in Windows.


# DEPLOYMENT NOTE

The following sections provide generic information concerning the steps necessary to begin using SPIS.  Some actions may have already been taken by your district to facilitate this effort.  Each district has different policies and deployment strategies.  Users should coordinate with their local Informations Systems support personnel for assistance.


# ORACLE CONFIGURATION SETTINGS

Add an entry to the Oracle SQL*NET TNSNAMES.ORA file to provide connectivity to the database on the Oracle server.  The following parameters are specific to this connection:

```
Entry Name = spis
Host = 131.66.1.2
Port = 1601
SID = spis
```

All other parameters in the TNSNAMES.ORA file can be duplicated from another working connection at your location.


# SPIS UPGRADE

**Use this procedure to upgrade from SPIS Version 1.0.**  The SPIS program files reside on the HQ DLA anonymous FTP server in a subdirectory called "SPIS" (URL **ftp://160.147.213.30/SPIS**). **SPIS11UP.EXE** is a self-extracting archive file containing the upgraded SPIS application (SPIS.EXE) and a supporting file. SPIS11UP.EXE must be transferred in binary mode to the SPIS working

directory where Version 1.0 was installed.  After downloading, execute the SPIS11UP.EXE file to extract the files, overwriting any earlier versions of the files.  SPIS11UP.EXE may be deleted after the self-extraction is successful.

## SPIS INSTALLATION

**Use this procedure if you have not previously installed SPIS Version 1.0.**  The SPIS program files reside on the HQ DLA anonymous FTP server in a subdirectory called "SPIS" (URL; **ftp://160.147.213.30/SPIS**).

  **SPIS11XX.EXE** is a self-extracting archive file containing the SPIS application (SPIS.EXE) and all necessary Powerbuilder supporting files.  SPIS11XX.EXE must be transferred in binary mode to a SPIS working directory (either a workstation hard drive or a LAN shared drive) at your site.  After downloading, execute the SPIS11XX.EXE file to extract all files.  SPIS11XX.EXE may be deleted after the self-extraction is successful.

## RUNNING SPIS

SPIS.EXE can be run from the Windows "Run" command or by double clicking on it from File Manager or Explorer.  Users can also create their own icon and place it in a group or folder of their choice.

# CHAPTER TWO:   ADMINISTRATIVE FUNCTIONS

This chapter is primarily for SPIS database administrative users; however, there is useful information in this chapter for all levels of users.

Before SPIS can be used to track contractors and processes, certain administrative information must be entered by the District or HQ DCMC administrative user.  The four Administrative Functions are User Management, CAO Management, Process Type Management, and Law/Reg Management.

## USER MANAGEMENT

**User Management** allows the Administrator to Add, Edit, and Delete, SPIS users and Reset Passwords for them.  Special user reports can also be previewed and printed.

## Add New User

Based on input from this screen, a new user is provided the capability to logon to SPIS and access certain modules depending upon the assigned User Access Level.  Entries in fields on this screen are required to save a new SPIS user.  If you are adding a new user from a "new" CAO that has not previously reported SPI information, you must first add the CAO under the CAO Management function.

The Standard DLA Logon ID must be unique to each user.  The initial password is issued to the new user by the administrative user who adds the new user.  The Logon ID and the password are not case sensitive, but cannot begin with a number.  The password cannot be the same as the Logon ID or its reverse.  The password must be at least six characters with an embedded number and has a maximum lifetime of 180 days.

The available user access levels are described below:

   **Standard**.  A **Standard** user can access all SPIS functions on the **SPIS Main Menu** screen with the exception of Administrative Functions, but only for contractors and processes under the cognizance of the user's specified CAO.  This is the typical access level for users who are in a CAO, but would not normally apply for

a user at a district or DCMC headquarters.  The District/CAO field must be a specific office and the User Access Level must be set to **Standard**.

**View Only**.  A **View Only** user can only access **Reports** (for all CAOs, contractors, and processes) and **Change Password** on the **SPIS Main Menu** screen.  Set the User Access Level to **View Only** and the District/CAO to a specific CAO or to one of the following:

|       |                        |
|-------|------------------------|
| DCMC  | H/Headquarters         |
| DCMDE | E/District East        |
| DCMDI | I/District International|
| DCMDW | W/District West        |

**Administrative**.  An **Administrative** user can access all SPIS functions on the **SPIS Main Menu** screen for all CAOs, contractors, and processes.  Only users at a district or DLA/DCMC headquarters will be granted this access level.  Set the User Access Level to **Administrative** and the District/CAO to one of the four selections above.

## Edit User Information

**Edit User Information** allows the Administrator to modify user information for the user selected from the **Select a User** popup screen.  Entries in all fields are required.  They can be modified but not deleted.

## Delete User

**Delete User** deletes the user's logon account.

## Reset User Password

**Reset User Password** allows the Administrator to issue a new password to the user selected from the **Select a User** popup screen. The password is not case sensitive, cannot begin with a number, cannot be the same as the Logon ID or its reverse, must be at least six characters with an embedded number, and has a maximum lifetime of 180 days.

## Preview/Print User Information

**Preview/Print User Information** provides the Administrator with reporting capabilities for information on SPIS users.  User reports can be sorted based on the User Name, User Logon ID, or District. The reports can be previewed or printed.

## Administrative Functions Menu

Returns user to the **Administrative Functions** menu.

## Main Menu

Returns user to the **Main** menu.

# CAO MANAGEMENT

**CAO Management** allows the Administrator to Add, Edit, and Delete CAOs from SPIS.

The Add and Edit functions require a District to be selected from a popup and a unique CAO name to be entered.  The DISTRICT is a mandatory field containing only "E", "W", or "I".  The Contract Administration Office (CAO) name is a mandatory field up to 60 characters in length and should follow the naming convention of DCMC "City" (for geographic CAOs) and DCMC "Facility-City" (for Resident CAOs).  **The CAO name is for Secondary Level Field Activity (SLFA) names only.  Tertiary level office names will not be used as those activities will report as part of their respective parent organization.**

When a CAO name is modified during an Edit function, the new name is propagated to the Contractors table.  A CAO can not be deleted if it has contractors associated with it.  Trying to do so will result in a database error message.

# PROCESS TYPE MANAGEMENT

**Process Type Management** allows the Administrator to Add, Edit, and Delete process types from SPIS.

The Add and Edit functions require a unique process type.  When a process type is modified during an Edit function, the new name is propagated to the Processes table.

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A process type can not be deleted if it has processes associated with it.

## LAW/REG MANAGEMENT

**LAW/REG Management** allows the HQ DCMC SPI Law/Reg POC to Add, Edit, and Delete selected information for those processes that have been identified as requiring changes to laws or regulations.

Standard users in field activities are responsible for entering initial tracking data for a process up through submittal of concept paper package to HQ DCMC for action. This is detailed in Chapter Three, Data Maintenance, Process Data, Law/Reg screen. The HQ DCMC Law/Reg POC is responsible for entering the following Law/Reg tracking data which is read-only to the field activity:

**HQ Rcpt:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQ received the CP package from CAO.

**CP Rvw:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQs reviewed the CP package.

**Checklist?:** Are all checklist items adequate for processing? Enter "Y" or "N". If "N", then identify all discrepancies in the LawReg Status Field.

**Date:** If the package is incomplete (if LawReg Checklist = N), enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP pkg was returned to the CAO.

**HQ Legal Rvw:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that HQs requested functional/legal review (via IOM).

**Functional Rvw:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the HQs Functional Review was completed.

**Additional Rvw:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that additional review/discussions were performed (as required).

**Case Req'd?:** Is a FAR/DFARS Case required? Enter "Y" or "N".

**Date:** Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of

the month, that the case was prepared.  You must enter a date if you entered a "Y" for **Case Req'd?.**

**From HQ Date**:  Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Law and Reg IOM, letter, & fact sheet are completed.

## MAIN MENU

Returns user to the **Main** menu.

# CHAPTER THREE:    OTHER FUNCTIONS

## DATA MAINTENANCE

Data maintenance is the responsibility of the CAO SPI POC who has Standard user access.    The three data maintenance areas are contractor data, process data, and CAO status and the information should be updated immediately whenever changes occur.

The contractor and process data maintenance functions are Add, Edit, and Delete.  Delete is active for Administrative users only. All screens have record navigation, Save, Select, and Cancel buttons at the bottom of each screen.    The primary difference between the "Add" and "Edit" screens is that the "Edit" screens are preceded by either the "Select A Contractor" or "Select A Process ID" pop-up selection windows.

Clicking the Save button saves any input you have made for that contractor or process and then opens either the "Select A Contractor" or "Select A Process ID" pop-up selection window. Clicking the "Cancel" button will discard any input you have made for that contractor or process.    Clicking the "Select" button allows you to choose another contractor or process within your currently active screen.

## Contractor Data

Standard users can **Add** and **Edit** contractor data from these screens. Administrative users can also **Delete** contractors from the database, but only in the event of a gross mistake or a company merger/acquisition/reorganization and only after notifying the HQ DCMC SPI Team Chief.  **Delete** only works if there are no processes associated with the contractor.

Contractor data maintenance has three screens: KTR, CTL, and Status.

◆ **The KTR screen contains:**

**KTRID**: This is a system generated counter which is unique for each contractor and is displayed only in Edit mode.

**KTR Name**: This is a mandatory field. Enter the Contractor's "Corporate and Facility Name, City, ST", e.g., "Lockheed Martin Missiles and Space, Sunnyvale, CA". If the Contractor is not based in the U.S., include their Country as well.

**Corporation**: This is a mandatory field. Enter the Contractor's Corporate Name, e.g., Boeing, Lockheed Martin, etc. Use the DCMC SPI Homepage "Contractors In Program" or "Top 200 DoD Contractors" reports to determine if the corporation name is currently defined in the SPI database. If it is, use the corporation name provided. If not, use the existing names to determine the best naming convention for new SPI participating corporations.

**ULO**: Enter the Contractor's DCMC ULO in dollars.

**DoD Sales**: Enter the Contractor's Total DoD Sales in dollars.

**Top 200**: Enter the Contractor's Top 200 DoD Corporate Ranking from the DCMC SPI Homepage, if applicable.

**Sub KTRs**: This field is designed to capture SPI at the sub-tier level. It is specifically related to the sub-tier contractors that this prime contractor has successfully recruited to participate in the SPI program which impacts work at the prime facility. Enter the number of Sub-tier contractors this prime contractor has involved in the SPI Program IAW the definition above.

**Info Sharing?**: Only enter "Y" if the Contractor is participating in the SPI Information Sharing of Innovations and Modified Processes on the DCMC SPI Homepage. *Do not populate this field without the contractor's knowledge.* Leave blank if the contractor is not participating.

**# Est CPs**: Enter the estimated number of SPI concept papers (CPs) (up to 3 digits) to be submitted by the Contractor in the next 90 days. **[Note: this field will not accept a value less than 1. This characteristic will be corrected in a future revision].**

**# Est Mods**: Enter the estimated number of block change modifications (up to 3 digits) to be executed in the next 90 days.

**KTR**

**POC**:   Enter the Name of the Contractor SPI POC.

**Phone**:   Enter the Contractor SPI POC's Phone Number/Fax (Extension, if required) in the format of:   ###-###-####/-#### (x ####).

**Email**:   Enter the Contractor SPI POC's Email Address.

**Address**:   Enter the Contractor SPI POC's Street Address.

**City**:   Enter the Contractor SPI POC's City.

**State**:   Enter the Contractor SPI POC's State or country code (two characters).

**Zip**:   Enter the Contractor SPI POC's ZipCode.

**CAO**:   This field is read only and is filled from the CAOS table.

**POC First**:   Enter the Military Rank (if applicable) and First Name (up to 25 alphanumeric characters) of the SPI Point of Contact (POC) within the Contract Administration Office (CAO).

**POC Last**:   Enter the Last Name (up to 25 alphanumeric characters) of the SPI Point of Contact (POC) within the Contract Administration Office (CAO).

**Phone**:   Enter the telephone, fax and extension, if required (up to 30 digits) of the Contract Administration Office Point of Contact (CAO POC) in the format of:   ###-###-####/-#### (x####).

**Email**:   Enter the CAO POC's Email Address.


◆   **The CTL screen contains:**

**KTR Name**:   Click the select button to choose a different KTR.

**Customers Notified?**:   Enter "Y" if Customers have been notified, otherwise leave blank.

**Date**:   Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that Customers were notified.  You must enter a date if you entered a "Y" for **Customers Notified?**.

**CTLs Identified?**:   Enter "Y" if CTLs have been identified, otherwise leave blank.

**Date**:   Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of

the month, that CTLs were identified.  You must enter a date if you entered a "Y" for **CTLs Identified?**.

**Customers (Each Component):**  Enter "Y" for each component that is a major customer at this facility, otherwise leave blank.   For **"Other",** enter "Y" if there are any other major customers at this facility such as USMC, NSA, FBI, etc.  Otherwise, leave blank.

**Component Team Leaders (Each Component):**  Enter the Component Team Leader (CTL) "Rank/Name, Phone, email".   You may also enter alternate CTLs within this field, space permitting. *[Text Capacity this field: 75 characters each component]*

**Buying Offices (Each Component):**   Enter all affected Component Product Centers/Buying Commands/Buying Offices.  Also include the Program Office/DoDAAC, e.g., ASC (F-22/DoDAAC), SMC (GPS/DoDAAC, DSP/DoDAAC), AMCOM (Apache/DoDAAC), NAVAIR, NAVSEA, GSFC, MSFC, DSCC, DSCR, USMC, NSA, FBI, etc.  Refer to the SPI Homepage Buying Office Cross Reference Table for additional Product Center/Buying Command/Buying Office naming conventions. *[Text Capacity this field: 200 characters]*

◆  **The Status screen contains:**

**Current Status:**   Enter the Status of CAO, Contractor, and/or Management Council SPI activities.   *[Text Capacity this field: UNLIMITED]*

**Lessons Learned:**  Enter all SPI Lessons Learned identified by the CAO, Management Council, or contractor. *[Text Capacity this field: 2000 characters]*

## Process Data

Standard users can **Add** and **Edit** Process data from these screens. Administrative users can also **Delete** processes from the database, but only in the event of a gross mistake and only after notifying the HQ DCMC SPI Team Chief.

Process data maintenance has four screens: Process, CBA, Comments, and Law/Reg.

◆   **The Process screen contains:**

**PID:**  This is a system generated counter which is unique for each process and is displayed only in Edit mode.  The PID will be used in communication among CAOs, districts, and HQ DCMC and for data maintenance.  Therefore, users should keep a current listing of all PIDs for which you have cognizance.

**CPID**:  Enter CAO's Concept Paper local tracking ID number, if it exists.  This field is used in conjunction with the PID to provide better identification when using the "Select a Process ID" selection window.  Its use is highly encouraged.

**KTR Name**:  This is a mandatory field.  Pick Contractor's Name, City, ST from pull-down list (fed from Contractor screen).

**Current Reqmt**:  This is a Mandatory field.  Enter the current DoD/MIL/Govt-Standard/Specification/FAR/DFARS/Contract  Requirement and a brief description of the process to be replaced.

**Proposed Process**:  This is a Mandatory field.  Enter the Proposed Replacement Standard and a brief description of the process.

**Process Type**:  This is a Mandatory field.  Select the Type of Process Change for this SPI Process (see the SPI Home Page Database Outputs section to determine which process type category the proposed change applies to).

**Law/Reg Change Reqd?**:  Enter "Y" if a Statutory or Regulatory Change is required, otherwise leave blank.

**Tech/Bus?**:  Enter "T" for Technical or "B" for Business related process changes.

**Sub Date**:  This is a Mandatory field.   Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Concept Paper/Process was received by the local DCMC office.   Once this date is entered, it cannot be modified at the CAO level.  **This date starts the 120-day clock!**

**ACO Accept?**:  Enter "**Y**" if the ACO Accepted or "**N**" if the ACO Rejected the CP/Process for SPI Processing.  Leave blank until the ACO has made a CP processing acceptability decision.  Only enter a "Y" if the contractor has submitted a concept paper and proposal that meets all criteria and is ready for Management Council/Tech Review.  If you enter an "N", provide rationale in the **Comments** field.

**Date**:  Enter the "**DD MMM YYYY**" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP/Process was found Acceptable or Unacceptable for processing by the ACO.  You must enter a date if you entered a "Y" or "N" for **ACO Accept?**  **This date marks the completion of the SPI Proposal Development (0-30 day) phase.**

**MC/Tech Accept?**:  Enter "**Y**" or "**N**" if Management Council/Customers agree or do not agree to technical feasibility. Leave blank until MC has made a CP technical feasibility decision.  If you enter an "N", all applicable **Concur/Object** values must be "O", **Withdrawn?**

must be "D", and you must provide rationale in the **Comments** field. No entry can be made unless an entry has been made in **ACO Accept?**

**Date**: Enter the "**DD MMM YYYY**" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the CP/Process was found Technically Acceptable or not. You must enter a date if you entered a "Y" or "N" for **MC/Tech Accept? This date marks the completion of the SPI Approval (31-90 day) phase.**

**Modified?**: Select "**Y**" if a Block Change Modification has been issued. Select "**A**" if all current contracts requiring process change were closed out prior to MC decision to approve, resulting in a MOU/MOA being signed for future procurements. Otherwise, leave blank**. Enter a brief synopsis of the mod in the Comments field upon execution of the mod.** No entry can be made unless an entry has been made in **MC/Tech Accept?**

**Date**: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, of modification. You must enter a date if you entered a "Y" for **Modified? This date marks the completion of the SPI Concept Paper Modification (120-day) process.**

**Concur/Object (Each Component): Indicate all components affected upon acceptance of the concept paper.** Select "**P**" for each Component affected by the process change while a response is required. Provide an estimated response date, by component, in the Comments field.
 Select; "**C**" if the Component Team Leader concurs with the concept paper.
 Select "**O**" if: **MC/Tech Accept?** is "N" **or** any Component Team Leaders object to the concept paper**. If an "O" is selected, provide detailed objection rationale in the Comments field.**
 Leave blank if the Component is not a major customer and no response is required from the Component Team Leader.

**Escalated?**: Select "**1**" if the Concept Paper has been escalated to the CAO Commander. Select "**2**" if the Concept Paper has been escalated to the District Commander. Select "**3**" if the Concept Paper has been escalated to the DCMC Commander. Select "**Y**" if the issue has been escalated to the CAE/SAE. If the CP has not been escalated, leave blank. Provide rationale and status for all selections in the **Comments** field.

**Withdrawn?**: Select "**W**" if the Concept Paper has been voluntarily withdrawn by the contractor. Select "**D**" if **MC/Tech Accept?** is "N" and the Concept Paper has been disapproved by the Management Council. Select "**S**" if the Concept Paper has been suspended due to legal action, investigations, fraud, or bankruptcy (must be approved by District or HQ DCMC staff). Select "**P**" if a Concept

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Paper is not required (PROCAS or the contractor did not have privity of contract).  Otherwise, leave blank.  **Provide detailed rationale and status for all selections in the *Comments* field**.

**Date**:  Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the process was withdrawn.  You must enter a date if you selected a value for **Withdrawn?**

**KTR's Process Description**:  Enter Contractor's "Press Release" Description for Web Posting.  **Only** disclose **exact** descriptions provided to you by contractors participating in the SPI Sharing of Innovations Program. *[Text Capacity this field: 2000 characters]*

◆   **The CBA screen contains Competition Sensitive (For Official Use Only) information:**

**Consideration?**:  Enter "**Y**" if Consideration is appropriate, otherwise leave blank.

**Proposal?**:  Enter "**Y**" if a proposal is required, otherwise leave blank.

**Date**:  Enter the "**DD MMM YYYY**" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the proposal was received.  You must enter a date if you entered a "Y" for **Proposal?**

**Negotiated?**:  Enter "**Y**" if negotiations are complete, otherwise leave blank.

**Date**:  Enter the "**DD MMM YYYY**" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that negotiations were completed.  **You must enter a date if you entered a "Y" for Negotiated?**

**Contract Value Affected**:  Enter the Contract Award Dollar Value Of All Contracts Affected by this Process Change.

**Negotiated Savings**:  Enter the Negotiated Savings in dollars.  You must enter savings if you entered a "Y" for **Negotiated?**.

**KTR**

**Implementation Costs**:  Enter Contractor's <u>Estimated</u> Cost to Implement this Process Change in dollars.  Enter $0 if the contractor estimates that there will be no implementation costs. **Leave this field blank <u>only</u> if the Contractor did not provide a ROM.  Provide full explanation of why no ROM was provided in the Comments field.**

**Immediate Savings**:  Enter Contractor's <u>Estimated</u> Gross Cost Savings on Existing Contracts in dollars.   Enter $0 if the contractor estimates that there will be no immediate savings. **Leave this field blank <u>only</u> if the Contractor did not provide a ROM.   Explain in Comments field.**

**Annual Cost Avoidance**:  Enter Contractor's <u>Estimated</u> Annual Cost Avoidance on Future Contracts in dollars.   Enter $0 if the contractor estimates that there will be no cost avoidances. **Leave this field blank <u>only</u> if the Contractor did not provide a ROM. Explain in Comments field.**

**Cost Avoidance Years**:  Enter the Number of Years (from 1 to 5) that the Annual Cost Avoidance is projected for/has been negotiated. Enter 0 if the KTR estimated avoidance is $0.   Use the DCAA estimate if available. **<u>Do Not</u> leave this field blank**.

**DCAA  *Note: If the CBA is performed by an office other than DCAA, record their values in the DCAA fields and enter "Other" in Region.***

**Implementation Costs**:  Enter DCAA's <u>Estimated</u> Implementation Cost in dollars.   Enter $0 if DCAA estimates that there will be no implementation costs. **<u>Do  Not</u> leave this field blank upon completion of the DCAA report.  If the report does not dispute the Contractor's estimates, enter those values here.**

**Immediate Savings**:  Enter DCAA's <u>Estimated</u> **Gross Cost** Savings to Existing Contracts in dollars.   Enter $0 if DCAA estimates that there will be no immediate savings. **<u>Do Not </u>leave this field blank upon completion of the DCAA report.  If the report does not dispute the Contractor's estimates, enter those values here.**

**Annual  Cost  Avoidance**:  Enter DCAA's <u>Estimated</u> Annual Cost Avoidance to Future Contracts in dollars.   Enter $0 if DCAA estimates that there will be no cost avoidances. **<u>Do Not</u> leave this field blank upon completion of the DCAA report.  If the report does not dispute the Contractor's estimates, enter those values here.**

**Region**:  Enter the DCAA Region, **or "Other" if CBA performed by another office.   If you enter "Other," enter the identity of the reviewer in the field; 'KTR vs DCAA Rationale'.**

**Rpt Date**:  Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that DCAA issued the CBA report.

**KTR vs DCAA Rationale:  Enter the DCAA report number.   If other than a formal report, indicate mode of opinion, i.e., memo, note, telecom, etc.  Continue details in the Comments field if necessary.** Enter the Rationale for any differences between DCAA and Contractor

Estimates or any additional supporting CBA rationale. *[Text Capacity this field: 150 characters]*

◆ **The Comments screen contains:**

**Overage Rationale**: Enter the reason why the process has/will exceed 120-day processing goal. Your rationale should provide Root Cause, Corrective Action, Get Well Date, and Estimated Mod Date. *[Text Capacity this field: 2000 characters]*

**Comments:** Enter details of all <u>non-monetary benefits</u> of the proposal, and any comments related to this process and its progress, including lessons learned.

This field is also <u>required</u> to record comments for:
   a) <u>ACO Accept = N;</u> enter detailed rationale
   b) <u>M/C Tech Accept = N;</u> enter detailed rationale
   c) <u>Modified:</u> Upon execution of the MOD enter a brief synopsis of the impact of the change.
   d) <u>Concur/Object = O;</u> enter detailed objection rationale
   e) <u>Escalated;</u> enter detailed rationale and status
   f) <u>Withdrawn proposals;</u> detailed rationale
   g) <u>No ROM;</u> enter detailed rationale
   h) <u>CBA comments;</u> Other office performed CBA, No CBA, etc
   i) <u>Excess Overage Rationale;</u> When Overage field is full and record is still open. Move existing data to this field and enter new status in Overage field.

   *[ Text Capacity this field: Unlimited ]*

◆ **The Law/Reg screen contains:**

**Location**: Enter the location of the Law/Reg concept paper/process, "HQ" or "Local" (Local = still at CAO – has not been submitted to HQ). This field is case sensitive.

**To HQ Date**: Enter the "DD MMM YYYY" date, where DD and YYYY are numeric values for the day and year and MMM are the first three letters of the month, that the Law and Reg Issue/Process was sent to DCMC.

**Citation?**: Enter "Y" if the Law/Reg package includes Specific Regulatory Citation requiring change, otherwise leave blank.

**Discussion?**: Enter "Y" if the Law/Reg package includes requirements origin discussion (Statute, Executive Order, or other agency directive), otherwise leave blank.

**Improvement?**: Enter "Y" if the Law/Reg package includes a statement of what problem or situation will be avoided, corrected, or improved, otherwise leave blank.

**Impact?**: Enter "Y" if the Law/Reg package includes a statement as to whether the change will result in a significant impact, otherwise leave blank.

**Language?**: Enter "Y" if the Law/Reg package includes suggested change language, otherwise leave blank.

**Local Legal Rvw?**: Enter "Y" if the Law/Reg package includes the Local Legal Review, otherwise leave blank.

**CBA?**: Enter "Y" if the Law/Reg package includes a Cost/Benefit Analysis (including cost, schedule, performance benefit to Government), otherwise leave blank.

**Status**: Enter the Law/Reg Process Status *[Text Capacity this field: 2000 characters]*

**Note: Remaining Law/Reg info can only be entered by the HQ DCMC SPI Law/Reg POC. See the Law/Reg Management section of this document.**

## CAO Status

**Effective immediately, use of this screen for summary reporting of weekly SPI activity is <u>discontinued</u>. Data currently residing in this field will be reviewed and deleted.**

**This field is reserved for future use. This section may be used for other items of interest as announced.**

## Main Menu

Returns user to the **Main** menu.

# REPORTS

All user access levels can generate any report.  Administrative and View Only users can report on all information in the database. Standard users can only report on information related to their CAO.

## Contractors

This report shows all available information concerning the contractors involved in SPI.  The user can select all of DCMC, one district, one CAO, or one specific contractor.

## Processes

This report shows all available information concerning the processes involved in SPI.  The user can enter a date range for when the process information was last revised and select all of DCMC, one district, one CAO, one contractor, or one specific process.

## Process Update Status

This report shows the status of when process information was last revised.  The user can enter a date range and then select all of DCMC, one district, or one specific CAO.

## CAO Update Status

This report shows the status of when CAO SPI status information was last revised.  The user can enter a date range and then select all of DCMC, one district, or one specific CAO.

## Main Menu

Returns user to the **Main** menu.

# CHANGE PASSWORD

The **Change Password** function is used for changing your password. Click on the **Change Password** button in the **SPIS Main Menu** screen and follow the instructions on the screen.

Your password is not "case sensitive".  It cannot begin with a number, cannot be the same as the Logon ID or its reverse, and must be at least six characters with an embedded number.  When changing passwords, it must change in at least three positions from the old password.  It has a maximum lifetime of 180 days.

Select **Menu** to return to the main menu.

# EXIT

This terminates the SPIS application.

# CHAPTER FOUR:  MISCELLANEOUS

## PRODUCT SUPPORT

SPIS product support should first be sought from local functional Points of Contact (POCs) and/or Information Systems (IS) support personnel.  Additional assistance may be obtained from the following District/HQ DLA POCs:

## Functional Issues                    IS Issues

### DCMDE (617-753-xxxx/DSN 955-xxxx)

Edmund Clavette (4224)                Marvin Menovich (4465)
Chuck Hurley (4223)                   Jeanne David (4655)
Jack Sheehan (4080)            SPIS Oracle Server Helpdesk (4444)

### DCMDI (703-767-xxxx/DSN 427-xxxx)

Scott Clemons (2764)                  MSgt James Woodard (6366)
Minerva Blanco (2756)

### DCMDW (310-335-xxxx/DSN 972-xxxx)

Dwight Hill (4396)                    Karen Schultheis (4165)
Connie Noah (4211)

### Headquarters DLA (703-767-xxxx/DSN 427-xxxx)

Paula Metcalf (3468)                  Kim Johnson (2011)
Donna Butler (3379)                   Dennis Skoneczka (6327)

# TROUBLESHOOTING TIPS

The first thing to remember is that some problems are temporary connectivity or server issues that you can't resolve yourself, but usually get fixed quickly or by the next morning after the system has been brought down for backup. If possible, wait a while and come back later. If you can't wait, try the following tips.

When trying to resolve a problem, it helps to know if it is limited to one user, one workstation, one office/LAN, or if it seems to affect every user. The following sequence should be tried to determine the scope of the problem:

- repeat your actions exactly two or three times to verify that there truly is a problem.

- see if you have the same problem when you try logging onto another workstation.

- see if another local user has the same problem.

- contact another CAO or your district and ask if they are having the problem.

- see if you or any other local users can connect/run other Oracle applications that are hosted by servers in either Boston or Los Angeles.

## Could not resolve service name

- This is usually caused by an incorrect entry in the Oracle SQL*NET TNSNAMES.ORA file. See the "Oracle Configuration Settings" section in this manual for the proper entries.

## Cannot connect to database

- If the problem is limited to you or your office, start by getting help locally from your LAN administrator or other technical support person. If the problem involves multiple offices, notify the DCMDE Help Desk at 617-753-4444.

## Exceeded maximum number of simultaneous processes

- This is a problem with the SPIS server in Boston. Notify the DCMDE Help Desk at 617-753-4444.

## Timed Out

- SPIS has been set to disconnect a user after 30 minutes of idle time. This includes typing lengthy narratives in the

unlimited memo text fields.  Refer to the SPIS User's Guide/Tips & Tricks for additional insight.

**You are using an obsolete version of SPIS**

    -    Install the latest version in accordance with the SPIS User's Manual.

**SPIS has been temporarily deactivated.**

    -    We have intentionally deactivated the system for maintenance, upgrading, or other reason.  Advance notification will be provided whenever possible.

# SPIS Manual: Change 1 Summary

Changes are indicated by a vertical bar in the left margin of each affected page.

**Page:**                                **Description:**

1           Reference to SPI One Book chapter and SPIS reporting
            requirements added to Introduction

9           CAO name limited to SLFA

13          note added

15          text capacity notes

17          MC/Tech Accept: guidance modified
            Modified: guidance modified
            Concur/Object (Each Component): guidance modified

18          Withdrawn?:  guidance modified
            text capacity notes

19          Negotiated Savings:  deleted the word "Net"
            Revised guidance for:
            KTR:   Implementation Costs, Immediate Savings, Annual
            Cost Avoidance, and Cost Avoidance Years
            DCAA:  Implementation Costs, Immediate Savings, Annual
            Cost Avoidance

20          Revised guidance for: Region; KTR vs DCAA Rationale;
            Overage Rationale; and Comments,
            text capacity notes

21          text capacity notes
            CAO Status field guidance changed.

24          Deleted Harvey Person and Marialane Schultz. Also minor
            reformatting of page.